

Section 14 Incident Reporting

Any event or occurrence characterized by risk or uncertainty, resulting in or having the potential to result in significant harm or injury to an individual or death of an individual must be reported to the Bureau of Developmental Disabilities Services (BDDS).

Attached please find a copy of the requested Incident Report form (2/19/01) and related instructions.

Please be advised that we have obtained approval that initial incident reports and follow up reports can be e-mailed to Central Office. In order to maximize security, the following procedures will be utilized by the BDDS Central and Field Offices.

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- Initial Incident Reports may be submitted to the Central Office e-mail address of IncidentReports@fssa.state.in.us
- Initial Incident Reports may be submitted, as appropriate, to the following Field Office e-mail addresses

District 1	JPhillips4@fssa.state.in.us
District 2	DBanks@fssa.state.in.us
District 3	KEbey@fssa.state.in.us
District 4	JRudolph2@fssa.state.in.us
District 5	TWashburn@fssa.state.in.us
District 6	NHuddleston@fssa.state.in.us
District 7	SVineyard@fssa.state.in.us
District 8	JDuncan2@fssa.state.in.us
	FAsbury2@fssa.state.in.us
District 9	RBlake@fssa.state.in.us
- Both BDDS Central and Field Offices will print off the report and then immediately delete the report from the Exchange/Outlook e-mail system. Even the copy that was sent to the "Recycle Box" or "Delete Box" must be deleted.
- Central Office will review the report and communicate with the sender any issues by phone or e-mail.
- Any Incident Report that needs to be RESUBMITTED will HAVE TO BE FAXED to the Central Office at (317) 233-2320.

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- Follow up Reports may be sent to the Central Office and the appropriate Field Office by e-mail. Follow up Reports will be printed off and immediately deleted from the e-mail system.

It is recommended that other entities considering the use of e-mail transmissions for Incident Reports/Follow up Reports use similar precautions. This information is confidential and, in many cases, highly sensitive so it cannot be left on the system where it might accidentally be dispatched.

It is not possible to e-mail Incident Reports to CPS or APS. It is the responsibility of the reporter to assure that the appropriate APS/CPS investigator is notified.

Ellen McClimans

(317) 232-7901

e-mail: NMcClimans@fssa.state.in.us

Incident Reports can be e-mailed to: IncidentReports@fssa.in.us